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OFFICE OF HOMELAND SECURITY

April 7, 2008

Gregory Love
Chief of Police
Broadmoor Police Protection District
388 88th Street
Broadmoor, CA 94015-1717

Monitoring Report #M08-009

Dear Chief Love:

On March 10, 2008, the Office of Homeland Security (OHS), Monitoring and Audits Unit, Program Monitor, James Lewis conducted a desk monitoring review for the purpose of monitoring the Broadmoor Police Protection District OHS Critical Infrastructure Protection Grant. I wish to thank you and your staff for the courtesy extended to Mr. Lewis during the review process. Enclosed, you will find the monitoring report for the following grants:

GRANT	PROGRAM NAME	PERIOD MONITORED
2003-0035 #081-91023	FY03 Part II Critical Infrastructural Protection (CIP)	03/17/03 - 04/16/03

The monitoring included a review of staffing needs, operational practices, source documentation, activities, and data reporting requirements. In addition, the monitor examined the grant for compliance with federal financial, administrative and auditing requirements, program guidelines, and other mandates as applicable. Finally, the monitor performed a selected review of accounting records that support the amounts claimed in your reimbursement requests. Project expenditures were validated to provide reasonable assurance that expenses are related to the grant, proper records are maintained, and expenditures are properly authorized and recorded.

As a reminder, the purpose of monitoring is to assist projects in the achievement of their goals and aiding them in administering their grant funds in the most effective and efficient manner. The monitoring is used as a tool to assist the subgrantee in complying with these requirements. Your OHS Program Representative will receive a copy of the monitoring report. Their name and phone number are identified on the face sheet of the report.

If the monitoring report does not identify any findings, a Corrective Action Plan is not necessary and the monitoring process is complete. **If any findings are identified in the monitoring report, you will have 120 days from the last day of the monitoring review to submit a Correction Action Plan to the Program Monitor.**

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The corrective action process provides two options:

Option One – The subgrantee self certifies by the submission of an Action Plan that details the corrective steps implemented, and that any finding(s) noted in the monitoring report are resolved.

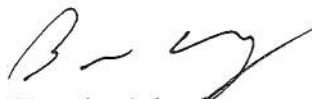
Option Two – Submission of an outlined Corrective Action Plan that addresses the findings noted in this report to be reviewed and approved by OHS program staff (i.e. technical assistance).

When corresponding to our office regarding this monitoring report, please include the monitoring control number on all correspondence. Send your response to:

Governor's Office of Homeland Security
Grants Administrative Section
Monitoring & Audits Unit
State Capitol
Sacramento, California 95814

Thank you for your participation in the monitoring process. If you have any questions regarding this letter or the attached report, please feel free to contact me at (916) 323-9153.

Sincerely,



Brendan Murphy
Deputy Director
Division of Administration
Grants Monitoring & Audits Unit

Attachment

cc: Maybel Garing, OHS Program Representative
Monitoring & Audits Unit, chron file
Grants Management Unit, grant file

Monitoring Report Response Form

TO: Governor's Office of Homeland Security Grants Management Section Monitoring & Audits Unit State Capitol Sacramento, CA 95814	Grant Numbers: <u>2003-0035</u> Monitoring Control Number: <u>#M08-009</u> Response Due: <u>July 11, 2008</u>
Attention: Brendan Murphy Deputy Director Division of Administration	

FROM: Subgrantee: _____

Option One

☐

I have reviewed the above referenced monitoring report and have submitted for your records a copy of the subgrantee's Action Plan detailing the corrective steps that have been implemented, and self certify that the findings noted in the monitoring report have been corrected.

Option Two

☐

I have reviewed the above referenced monitoring report and have submitted for your review and approval, an outlined Corrective Action Plan that addresses the findings noted in this report to be reviewed and approved by OHS program staff.

Authorized Signature

Title

Date

Typed Name

Title

Telephone Number



CALIFORNIA GOVERNOR'S OFFICE OF HOMELAND SECURITY MONITORING NARRATIVE REPORT

GRANT/FIPS NUMBER	PROGRAM NAME	PERIOD MONITORED	MONITORED AMOUNT
2003-0035 #081-91023	FY03 Part II State Homeland Security Grant Program (SHSGP)	03/17/03 to 04/16/03	\$5,903

Broadmoor Police Protection District			
AUTHORIZED AGENT:	Gregory Love	ADDRESS:	388 88 th Street Broadmoor, CA 94015-1717
CONTACT EMAIL:	greglove@pd.broadmoor.ca.us		
CONTACT PHONE NUMBER:	(650) 755-9514		
ALTERNATE POINT of CONTACT:			
CONTACT EMAIL:			
PROGRAM REPRESENTATIVE:	Maybel Garing	E-mail:	Maybel.Garing@ohs.ca.gov
PHONE NUMBER:	(916) 324-9312		
PROGRAM MONITOR:	James Lewis	E-mail:	James.Lewis@ohs.ca.gov
PHONE NUMBER:	(916) 322-2335	DATE OF MONITORING:	March 10, 2008

PERSONS INTERVIEWED DURING MONITORING VISIT

NAME	TITLE	AGENCY
Gregory Love (phone & e-mail)	Chief of Police	Broadmoor Police Protection District
Richard Martinez (by phone)	Sergeant	Broadmoor Police Protection District

Prepared by:

James Lewis, Program Monitor, OHS Administration Division, Monitoring & Audits Unit

Date

4/4/2008

Approved by:

Brendan Murphy, Deputy Director, OHS Administration Division, Monitoring & Audits Unit

Date

4/16/08

Broadmoor Police Protection District Monitoring Report

Monitoring Report Summary	Total # of Items in Category	In Compliance	Not in Compliance	Not Monitored	Not Applicable	Total
A. Administrative Review						
Review of Audit Reports	2				2	2
Grant Assurances	1	1				1
Grant Approval Notification	2	2				2
Performance Reports	1				1	1
Homeland Security Strategies	1				1	1
Publication of Published Materials	1				1	1
B. Programmatic Review						
Program Goals and Objectives	2				2	2
Exercise	2				2	2
Training	1				1	1
Planning	1				1	1
C. Financial Management						
Accounting System	8	6	2			8
Distribution of Funds	1				1	1
Advance of Funds	2				2	2
Change Requests/Modifications	2				2	2
Maintenance of Records	1				1	1
D. Fiscal: Personnel Services						
Management and Administrative Services	3	2			1	3
Overtime/Back Fill	3	2	1			3
E. Fiscal: Procurement						
Responsibility	1				1	1
Methods of Procurement	4				4	4
F. Fiscal: Equipment & Property Management						
Equipment Purchases	3				3	3
Property Management & Records Keeping	2				2	2
G. Subgrantee Monitoring & Oversight						
Subrecipient single audit requirements	1				1	1
Management and Administrative Responsibility	1				1	1
Overtime/Backfill/CTO Responsibility	1				1	1
Procurement Responsibility	1				1	1
Equipment & Property Management Responsibility	1				1	1
Total	49	13	3	0	33	49

Broadmoor Police Protection District Monitoring Report

PROGRAM SUMMARY

Corrective Action Plan: Required.

MONITORING REPORT DETAIL

A. Administrative Review: Subgrantee in compliance (4 items); Not applicable for Subgrantee (4 items).

1. **Review of Audit Report:** Not applicable for Subgrantee (2 items).
2. **Grant Assurances:** Subgrantee in compliance (1 item).
3. **Grant Approval Notification:** Subgrantee in compliance (2 items).
4. **Performance Reports:** Not applicable for Subgrantee (1 item).
5. **Homeland Security Strategies:** Not applicable for Subgrantee (1 item).
6. **Publication of Materials:** Subgrantee not in compliance (1 item).

B. Programmatic Review: Subgrantee in compliance (2 items); Not applicable for Subgrantee (4 items).

1. **Program Goals & Objectives:** Subgrantee in compliance (2 items).
2. **Exercise:** Not applicable for Subgrantee (2 items)
3. **Training:** Not applicable for Subgrantee (1 item).
4. **Planning:** Not applicable for Subgrantee (1 items).

C. Financial Management: Subgrantee in compliance (7 items); Subgrantee not in compliance (1 item); Not applicable for Subgrantee (5 items).

1. **Accounting System:** Subgrantee in compliance (7 items); Subgrantee not in compliance (1 item).
 - a. Financial Reporting: Subgrantee not in compliance (1 item).

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- C. 1. a. **Requirement:** 28CFR66.20(b) stipulates that subgrantee must maintain records which adequately identify the source and application of funds pertaining to grant or sub-grant awards and authorizations, obligations, unobligated balances, assets, liabilities, outlays or expenditures and income".... "Actual expenditures or outlays must be compared with budgeted amount for each grant or subgrant...and permit the tracing of funds to the level of expenditures to establish such funds have not been used in violation of applicable statutes."

Finding #1: The subgrantee did not provide a chart of accounts that identified the divisions, departments or fund categories including the fund category for Homeland Security funds. The subgrantee also lacked a subledger that accurately reflected the cost expenditures separated by activity or by reimbursement period for the grant year, fund source and by activities.

Action Required: The subgrantee must provide the OHS with the chart of accounts for this grant. The report must detail by fund source, individual grant year, activity and project by revenues and expenditures requested and reimbursed.

The subgrantee must also submit a detailed Corrective Action Plan to ensure OHS that in the future, the subgrantee's financial management and record-keeping system will sufficiently account for all expenditures reported by funding source, activity (solution area), reimbursement period, projects, fund source, individual grant year and solution area. This plan must also include the required safeguards as outlined in the OMB Circular A-133 regarding internal controls.

- b. Source Documentation: Subgrantee in compliance (1 item).
- c. Double Billing: Subgrantee in compliance (1 item).
- d. Supplanting: Subgrantee in compliance (1 item).
- e. Accounting Basis: Subgrantee in compliance (1 item).
- f. Commingling of Funds: Subgrantee in compliance (1 item).
- g. General Ledger Accounting Structure: Subgrantee not in compliance (1 item).

Requirement: 28 CFR 66.20(b) (2) states, in part, that expenditures of grant funds must have a financial management system that ensures that the financial records are adequately identified and there is a complete disclosure of each specific category or line items to the source and application of funds provided for OHS grant-related activities.

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- C. 1. g. **Finding #2:** The subgrantee did not provide a subledger for this grant as previously requested. Refer to Finding #1

Action Required: The subgrantee must provide a subledger to disclose line item expenditures for this CIP grant. The OHS may provide the subgrantee with an appropriate subledger, if needed.

- h. Costs Directly Related: Subgrantee in compliance (1 item).

2. **Distribution of Funds:** Not applicable for Subgrantee (1 item).
3. **Advance of Funds:** Not applicable for Subgrantee (2 items).
4. **Change Request/Modifications:** Not applicable for Subgrantee (2 items).
5. **Records Maintenance:** Not applicable for Subgrantee. (1 item).

- D. **Fiscal: Personnel Services:** Subgrantee in compliance (3 items); Subgrantee not in compliance (1 item); Not applicable for Subgrantee (1 item).

1. **Critical Infrastructure Protection:** Subgrantee in compliance (2 items); Not applicable for Subgrantee (1 item)
 - a. Allocation: Subgrantee in compliance (1 item).
 - b. Allowable Costs/Activities: Not applicable for Subgrantee (1 item).
 - c. Functional Timesheets: Subgrantee in compliance (1 item).
2. **Overtime/Backfill and/or CTO:** Subgrantee in compliance (2 items); Subgrantee not in compliance (1 item).
 - a. Prior Approval: Subgrantee in compliance (1 item).
 - b. Records and/or Supporting Documentation: Subgrantee in compliance (1 item).
 - c. Allowable Costs/Activities: Subgrantee not in compliance (1 item).

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- D. 2. c. **Requirement:** The DOJ Financial Guide, Part III, Chpt. 7, page 68 states, "Overtime and night differential payments are allowed only to the extent that payment for such services is in accordance with the policies of the State or units of local government and has the approval of the State or the awarding agency, whichever is applicable." Those costs allowed for overtime benefits include the Federal Insurance Contributions Act Tax (FICA), State Disability Insurance (SDI), and Workers Compensation.

Finding #3: The subgrantee's Payroll Register indicated the subgrantee paid \$27.64 in Medicare costs for Officer Jurow and \$5.94 for Officer Yusta. Medicare costs are not allowable in the CIP grants.

Action Required: The subgrantee is only allowed reimbursement of overtime benefits for FICA, SDI and Workers Compensation. The subgrantee must ensure in the corrective Action Plan that in the future all the data required for overtime benefits will be provided and only for those allowable and applicable benefits.

- E. **Fiscal: Procurement:** Not applicable for Subgrantee (5 items).
- F. **Fiscal: Equipment & Property Management:** Not applicable for Subgrantee (5 items).
- G. **Subgrantee Monitoring & Oversight:** Not applicable for Subgrantee (5 items).

